Employee Verification Word Form

<u>CONFIDENTIAL</u>

Please think of one word easy for you to remember. The word can not be something easily associated to you. The word can not be a vulgar word. This word should not be revealed to anyone, including your supervisor or director.

Verification Word _____

(As an example B L U E S K Y)

PRINT YOUR NAME: _____

PRINT YOUR USERID: _____

<u>**NEW EMPLOYEES:**</u> After completing this form fax it and the non-disclosure form to **(602) 542-0095.**

<u>**CURRENT EMPLOYEES**</u>: If you want to change your verification word because you believe some one else knows your word, you may submit a new form. We will need your name, USERID and the new verification word to update your records.

The purpose of the verification word is to ensure that when you call the ADOA Help Desk, **(602) 364-4444**; they will reset your password to your USERID for **you** and not someone else. When you call, please tell them your name and your USERID. They will enter that USERID and the computer will give them additional information. The Help Desk person will ask you for your verification word. Please say the word you have provided (the one above). They will confirm that information with what they see, and if it matches/correct they will reset the password to your USERID. They will not reset the password if you give them an incorrect word. They will not provide additional guesses, clues or hints.